

DTK 1517

CONFIDENTIAL

18 December 1962

MEMORANDUM FOR: Members of OTR Education Committee

SUBJECT : Scheduled Meeting

1. A meeting of the OTR Education Committee will be held on 15 January 1963 at 1000 in Room 1A13. If you cannot personally attend this meeting, it is requested that you contact the undersigned (extension [redacted]) and suggest an alternate.

2. The purpose of the meeting is as follows:

Informational briefing by a representative of the Human Factors activities [redacted]

This representative has been recommended to OTR by [redacted] TSD. The general subject of his briefing will concern itself with the thinking and planning activities undertaken [redacted] when they design and develop a new course of instruction to train personnel to operate newly designed equipment or perform functions not ordinarily taught elsewhere. Coverage will include their considerations of subject matter sequence, methods of instruction, evaluating student progress, and the like.

3. It would appear that the thought processes undertaken by these Human Factors personnel would be directly related to our procedures when we are required to design a new course of training or modify a current one. Because of this applicability, each Committee member is urged to invite his Chief and any other interested colleagues to attend this meeting. For this purpose several extra copies of this memo are included.

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Chairman

Distribution:

7 - each Committee Member

4 - DDTR; DTR

1 - [redacted]

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